



The following EBSCO databases include the option to save the full text of an article, when available, or the detailed records to a user's personal Google Drive. Saving the information to Google Drive allows users to access the information from any location.



Biography Reference Bank Funk & Wagnalls Primary Search Science & Technology
Explora & Explora Primary MasterFILE Psychology & Behavioral Sciences

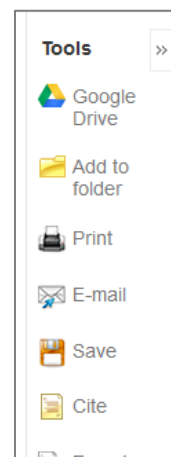
What Information Can Be Saved

The records in these databases are available in three possible formats: PDF Full Text, HTML Full Text, and/or detailed citation information. When you save a record to Google Drive, you DO NOT have the option to select which format will be saved. The system will save items in the following order using the first format that is available for that record.

1.  **PDF Full Text** - When the PDF Full Text is saved to your Google Drive, it does NOT contain any citation information.
2.  **HTML Full Text** - When HTML Full Text is saved to your Google Drive the full text and citation information is included. Make sure you read the **Viewing EBSCO Articles on Your Google Drive** in this document to learn how to view the HTML Full Text after it is saved.
3. If the full text of the article is not available then the detailed citation will be saved.

Saving an Article

1. You will need a Google Account in order to use this option. If you do not have a Google Account, you can create one at <https://accounts.google.com/SignUp> The account must be setup before you continue.
2. Locate a record in one of the above databases.
3. View the record you would like to save. Along the right side of the screen will be a list of Tools similar to the picture on the right. If you are viewing a PDF Full Text record, you will only see the icons, not the text labels. If you are using a phone or tablet, the Tools area may not be visible. Click on the arrows << to show the Tools area.
4. Click on the Google Drive icon.  Google Drive OR 



What happens next will depend on multiple factors including if you are using a public computer, a personal computer, what browser you are using, if you are already signed into Google and/or if anyone else has already completed these steps on the computer you are using.


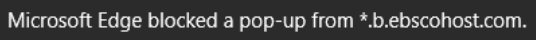
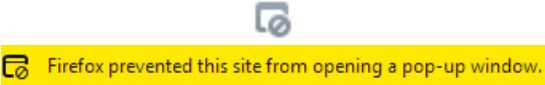
After clicking on the Google Drive link, you will need to look carefully at the information displayed on the screen.

- If you're prompted to sign in to your Google account, do so. Next, if you haven't already done so, you will be prompted to Allow EBSCO to access your Google account. Click Allow. After a couple of seconds, it should tell you the document has been saved to your Google Drive.
- If you are not prompted to sign into your account, please read the following section about pop-up windows.

Allowing Pop-Up Windows

If you were not prompted to sign in to your Google Drive, your web browser may have blocked the pop-up window. Many web browsers are set to block pop-up windows. You will need change your web browsers settings to allow ebscohost.com to open a pop-up window. How you do this will depend on the web browser you are using.

Look at the top of the screen either in or near the address bar or at the bottom of the screen for an icon or wording that tells you a pop-up is being blocked. After you locate the error message, change the browser's settings to allow pop-ups from ebscohost.com. The table lists different browsers, where you can find the message, and what it might look like.

| Browser | Location of Message | Icon or Message Displayed | Allow Message |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------|
| Chrome | In the address bar |  | Always allow pop-ups from... |
| Chrome on Android and IOS devices | | The pop-ups opened automatically. | |
| Edge | A bar will briefly appear at the bottom of the screen |  | Allow once or Always allow |
| Firefox | <ul style="list-style-type: none">In the address barMessage at the top of the screen |  | Allow pop-ups for... |

- In most browsers, clicking on the icon or message will usually display a list of options. Change your browser's settings to allow ebscohost.com to open pop-up windows.
- **After changing your browser's settings to allow pop-ups you will need to click on Google Drive icon a second time to start this process over.**
- When prompted to sign in to your Google account, do so. Next, if you haven't already done so, you will be prompted to Allow EBSCO to access your Google account. Click Allow. After a couple of seconds, it should tell you the document has been saved to your Google Drive.

Viewing EBSCO Articles on Your Google Drive

1. Go to the Google Drive: <https://drive.google.com> and sign in if needed. If you are using a device that has the Google Drive app installed you can use that to access the files.
2. The items you saved are stored in the EBSCO folder.
3. Opening the files
 - PDF Files will open just like any other PDF document stored on your Google Drive.
 - HTML Files will need to be opened using Google Docs. If you are using the Google Drive app, the HTML files may automatically open in Google Docs.


If you are accessing your Google Drive using a web browser, locate the HTML file and double click on it. At the top of the screen will be the option to "Open with Google Docs". Click on that link. The file will open in Google Docs. This will create a second copy of the document on your Drive.

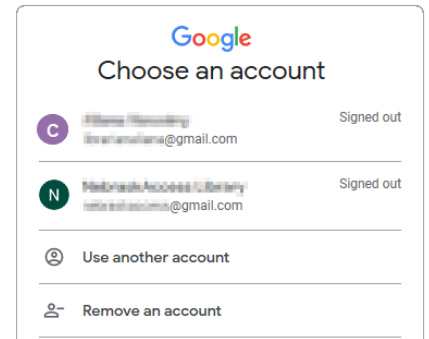


4. You can work with these files just as you would any other file on your Google Drive.

If you are using a public computer, make sure you sign out of your Google Account when you are done!

Using a Public Computer

- **If you are using a public computer, make sure you sign out of your Google Account when you are done!**
- You may also want to remove your account information from the Google sign in page.
 - After signing out go to any Google page that will prompt you to sign in, such as <https://drive.google.com>
 - You may see one or more account listed. Click **Remove an account**.
 - The wording Signed Out will be replaced by . Click on the icon next to the account you would like to remove.
 - A popup will display asking you to confirm that you want to remove the account.
 - These steps just remove your account from this list. It does not change your account. You can sign in to Google again any time.



Removing EBSCO's Permission to Access Your Google Drive

If you ever want to remove EBSCO's permission to access your Google Drive, it is easy to do.

1. Access you Google account settings on the **My Account** page at <https://myaccount.google.com> to access
2. If prompted Sign in to your Google account
3. Click **Security**
4. Scroll down until you locate the **Third-party apps with account access**.
5. Click **Manage third-party access**
6. Under **Third-party apps with account access** locate **EBSCO** and click on it.
7. Click the **REMOVE ACCESS** button.
8. You will be prompted to confirm that you want to remove access. Click **OK**.
9. The next time you try to save a document to your Google Drive you will need to grant EBSCO permission again.